

T/IX/M-10
22 April 1965

UNITED STATES INTELLIGENCE BOARD
COMMITTEE ON DOCUMENTATION

Task Team IX - ADP Systems Library

Minutes of the Tenth Meeting - 23 March 1965

Members or Their Representatives Present

DIA - [REDACTED]
CIA - [REDACTED]
STATE - Mr. Alonzo J. Covel
NSA - [REDACTED]
AIR FORCE - Lt. Col. Robert R. McAnaw
CSS - [REDACTED]

Others Present

[REDACTED]

1. The minutes of the last meeting were approved as written.
2. [REDACTED] of DIA who attended the meeting to participate in the deliberations of the Task Team and to explain DIA's need to proceed with the issuance of its instructions in response to DoD directives and how this need relates to the Task Team activities.
3. At the invitation of the Chairman, the DIA representative provided each of the members a copy of comparisons between the DoD and the NSA drafts of programs and file descriptions being considered by the Team, a proposed DIA instruction for an ADP processing system file catalog, and sample layout sheets of all of the proposed formats.
4. Comparison of the DoD and NSA file and program descriptions clearly indicates that there have been many changes to each of these in the last several months due to the deliberations of the Task Team. These changes have tended to make most items identical. The Team

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considered the two formats item by item. Only those items that were not identical were deliberated further. It was first noted that a considerable number of items were repeated in the NSA formats which were not repeated in the DIA formats. The Task Team agreed that these items need not be repeated although the NSA representative felt there would be some advantage in the machine processing of the information.

5. Some discussion was held concerning the file description items: Date File Became Automated, Update Cycle and Currency Information. It was agreed that the item Date File Became Automated would be required for active files. File currency would be indicated by an Average Time Delay item which might be expressed in terms of days or months plus update cycle. This, along with Updating Cycle and Latest Date of Information would then become part of the DIA format and would satisfy the requirements in this area as agreed by the Team.

6. Considerable discussion was held on items 13, 14 and 16 in the file description items. These are respectively: Number of Records in File, Record Size, and Estimated Growth. The desirability of these elements was considered. The DIA, Air Force and CSS representatives agreed that these should be required. The NSA representative thought they would be useful. The CIA representative felt they would be of no use. Since the Team could not come to a unanimous decision on this point, the Chairman indicated that he would reflect, in the report to CODIB, two categories of items, those considered required and those considered optional, and that he would place items 13, 14 and 16 in the required category with a note concerning the position of the CIA and NSA representatives. The Team agreed that the items Input Media, Output Media and File Cross Reference, in the program description, could be in the abstract and not in a formatted field. The Team further agreed that the item Program Status would be in the formatted field.

7. In summarizing the position of the Team on this subject, the Chairman indicated that he would now prepare and distribute to the Team for its consideration first, a final draft of the DoD program and file descriptions (with appropriate changes), and second, a draft report to CODIB with a covering memorandum which will indicate those items felt to be required and those felt to be optional by the Team (with the exceptions noted on items 13, 14 and 16 of the file description as indicated in paragraph 6 above).

8. The Team considered the meaning of a "logical record". This will be considered at the next meeting of the Team after the various members check their sources for the definition of this term.

9. The Team agreed to note the general change of approach that has been taken at this meeting. This is that it has agreed to consider

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the items as a subset of the DIA description items. It was agreed that the Task Team is merely specifying the required and optional information for the format rather than the format itself (subject to CODIB approval); and that other agencies (e.g., NSA, CIA, etc.) are not responsible for the design of the format or any other phase of the machine process but will accept DIA's format.

10. The DIA member agreed to consider the various forms of publications and make appropriate recommendations to the Team in the near future. In addition, the Team agreed to consider at the next meeting what kinds of files should be included. It was agreed that when the appropriate actions referred to above were performed, the Chairman would call the next meeting.

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Secretary

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